

North Dakota Career Development Email List Serve Guidelines

The North Dakota Career Development (NDCD) Listserv is available to North Dakota Career Development practitioners and others with an interest in career development, counseling, and/or education. NDCD (and the ND Department of Career and Technical Education) are not responsible for postings on the list serve.

Membership on the listserv denotes your agreement to abide by the following guidelines:

- 1) Listserv members are encouraged to post or seek information that may be of assistance or interest to other members.
- 2) When responding to a listserv message, request or inquiry - listserv members are asked to "reply to all" if their response may be of interest to the general membership. In order to communicate just with the sender of the message – please use "reply".
- 3) Please remember to change the "subject" line to describe the message being posted.
- 4) When a message intended for an individual is sent in error to the entire listserv – senders are asked to not send a follow-up message of apology.
- 5) When pursuing "consultation" from listserv members, it is recommended that members communicate in such a manner as to ensure the confidentiality of clients, trainees, staff, and other constituents.
- 6) Listserv members are reminded that the listserv may not be used for commercial, political, or religious purposes.

Breach of Guidelines:

The member/s will be e-mailed a copy of these guidelines (by the CD Supervisor) as a reminder to be more vigilant in their appropriate use of the listserv.

Last update or review on July 20, 2009

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